

8 JUL 1982

STAT MEMORANDUM FOR: [REDACTED]
Chief, Information Division

STAT FROM: [REDACTED]
Chief, Benefits and Services Division

SUBJECT: PERCLAIMS

The Report of Audit of Office of Personnel dated 7 May 1982 recommended that the need for the continuation of PERCLAIMS be reviewed. In response to that recommendation, and on my recommendation, the Director of Personnel has decided to discontinue that system. A copy of that portion of the response to the Audit Report is attached for your information. This action should be made effective immediately with the annual report for 81 being the last listing. I request that the PERCLAIMS tape be preserved in the Records Center.

Attachment



STAT

Distribution:

Original - Addressee

2 - BSD

2 - PAB

OP/BSD/PAB/[REDACTED] (30 June 1982)

Retype: DD/Pers/SP/BSD/[REDACTED] 4078 (6 July 1982)

STAT
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"Recommendation #2:

- (a) Establish a monitoring mechanism to ensure that the status of pending claims is periodically reviewed by management."

COMMENT:

Each Claims Examiner maintains a complete log of assigned claims. These logs will be reviewed monthly and a list provided to Chief, Personal Affairs Branch (C/PAB) of all claims which are unresolved within 30 days from the date that a valid claim is received in PAB. The C/PAB will review these outstanding claims with the Examiner to ensure that all claims are promptly settled or, in the event a claimant does not provide the necessary documentation in a reasonable time, that the medical advance is otherwise liquidated.

- "(b) Strengthen follow-up on claims by following [] procedures for the settlement of advances."

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COMMENT:

PAB will closely follow [] procedures for the settlement of advances in an effort to strengthen follow-up on claims.

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"Recommendation #3:

Review the need for the continuation of the PERCLAIMS system and, should the system be continued, take appropriate action to resolve the points discussed above."

COMMENT:

We have reviewed the advisability of continuing the PERCLAIMS system and have decided to discontinue its use. Our existing manual card system is more effective and efficient than the PERCLAIMS system, and we will continue to improve upon it. Consideration was given to abandoning the PERCLAIMS system last year when the phasing out of data processing equipment which was then being utilized to accumulate claims data necessitated conversion. The decision to continue the system at that time was dictated largely out of consideration for users of the data who are external to the Office of Personnel. Experience has shown that they have not made use of this information as expected and we are therefore eliminating the extra effort and expense associated with the PERCLAIMS system.

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TRANSMITTAL SLIP		6/30/82
TO:		
BSD		
ROOM NO. 5E-58	BUILDING Hqs.	
REMARKS:		
<p>E - Stamp w/date. Signed & name.</p> <p>File in PAB General</p>		
FROM: PAB		
ROOM NO. 5E-60	BUILDING Hqs.	EX <input type="checkbox"/>

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EMPLOYEE BULLETIN

EB No. 909

22 January 1982

INCOME TAX INFORMATION AND FORMS

1. As a convenience to Agency employees, income tax forms will be available the last week of January in the Supply Room, GJ26 Headquarters Building. In view of the limited number of forms available, it is requested that personnel take only those forms needed.

2. Employees requiring assistance with tax problems that may be influenced by the unique nature of their Agency employment should consult the Office of General Counsel, [redacted] or [redacted] for advice or possible referral elsewhere for answers to questions.

3. General tax information may be obtained by calling the following tax offices:

Federal	557-9230
District of Columbia	727-6150
Maryland	277-1240
Virginia	534-5791
IRS form request	488-3100

DISTRIBUTION: ALL EMPLOYEES (1-6)